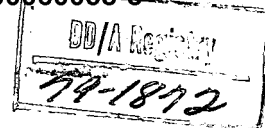


CONFIDENTIAL

25 MAY 1979

DD/A Registry**File**

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MEMORANDUM FOR: Executive Officer to the DDA

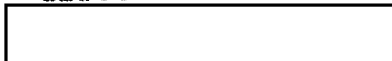
VIA: Chief, Regulations Control Branch, ISAS

FROM: James H. McDonald
Director of Logistics

SUBJECT: Proposed Headquarters Notice - Preparation
of Mail for Transmittal Through the Agency
Courier System

1. Action Requested: It is recommended that the attached proposed Headquarters Notice regarding preparation of mail for transmittal through the Agency courier system be published and distributed to all employees during June 1979.

2. Background: This proposed notice is an annual issuance reiterating the need to properly prepare all official mail for transmittal through the Agency mail and courier service in conformance with regulations. With today's renewed emphasis being placed on effective security, this represents an area where improvement can be made. The recent Office of Security survey of the Mail and Courier Branch recommended that an employee notice be issued annually concerning the preparation of mail for transmittal via the Agency courier service. Any questions concerning the data contained in the proposed notice should be directed to the Plans and Programs Staff, Office of Logistics,



Signed: James H. McDonald

James H. McDonald

Att

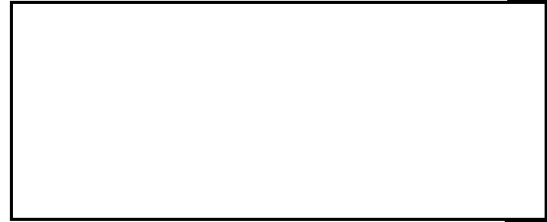
cc: EO/DDA
D/Sec

This memo may be considered
unclassified when separated
from attachment

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ATTACHMENT
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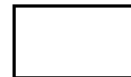


DD/A Registry
79-1872

C-O-N-F-I-D-E-N-T-I-A-L

This Notice Expires _____

LOGISTICS



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PREPARATION OF MAIL FOR TRANSMITTAL THROUGH THE
AGENCY COURIER SERVICE

1. It is essential that all employees responsible for preparing mail for transmitting through the Agency mail and courier system be thoroughly familiar with the following procedures: (U)

a. SECRET and CONFIDENTIAL

(1) Transmission between Agency-occupied buildings (U)

(a) Enclose and seal material in an opaque cover or envelope. (U)

(b) Properly address the cover with name of individual or office symbol, room number, and name of building of the recipient, and have a return address. (U)

(c) Mark the cover VIA COURIER with no indication of the classification of its contents. Courier receipts are not mandatory. (U)

(d) The cover will also be marked as follows:

PROPERTY OF THE U.S. GOVERNMENT
DO NOT OPEN

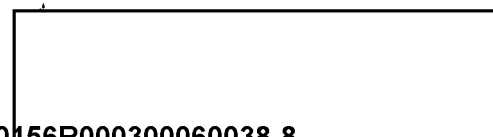
If Found Please Call
Washington, D.C. 351-6161, Collect (U)

(2) Transmissions within Agency-occupied buildings. (U)

(a) Wrap and address material in accordance with paragraph a.(1), (a) and (b) above. (U)

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(b) Courier receipts are not mandatory. (U)

(3) Transmissions outside CIA. (U)

(a) Enclose the material in opaque inner and outer covers. The inner cover will be a sealed wrapper or envelope plainly marked with the assigned classification and properly addressed. The outer cover will be sealed and properly addressed with name of individual or office symbol, room number, street address, name of building, and have a return address. (U)

(b) The outer cover will be marked the same as paragraph a.(1), (c) and (d) above. (U)

(c) A Courier Receipt, Form 240, is mandatory. The receipt number will be clearly marked on the outside of the envelope. (U)

b. TOP SECRET

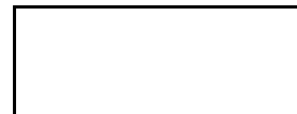
(1) TOP SECRET material will be sent and received only by designated component Top Secret Control Officers, and must be controlled by Courier Receipt, Form 2600. For additional information about Top Secret Control procedures and names of component control officers, contact the Agency Top Secret Control Officer

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(2) Enclose the material in new opaque inner and outer covers. The inner cover will be plainly marked with the assigned classification, sealed, and properly addressed. (C)

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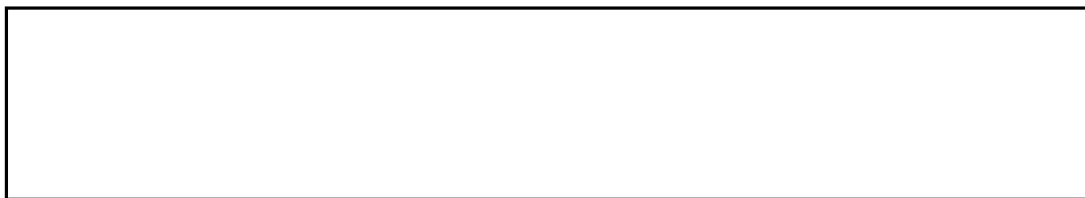


(3) Seal the outer cover and properly address it with name of individual or office symbol, room number, street address, and name of building. It must also have a return address. Mark the outer cover VIA OFFICIAL COURIER with no indication of the classification of its contents. The courier receipt number is to be clearly marked on the outer envelope. (C)


(4) Place the following statement on the outer wrapper:

PROPERTY OF THE U.S. GOVERNMENT
DO NOT OPEN
If Found Please Call
Washington, D.C. 351-6161, Collect (U)

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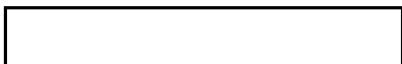


c. SENSITIVE COMPARTMENTED INFORMATION (CODEWORD) MATERIAL (SCI)

(1) The transmittal of SCI material is limited to those addressees authorized to receive such materials through designated points (control centers). To ensure continuing control, senders must obtain the address of the control center by agency or department, room number, and building from the Special Security Center, Office of Security,  Questions concerning individual clearances should be directed to the Office of Security, Compartmented Information Branch,

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(2) Double wrap the material in new envelopes or opaque paper. Address the inner wrapper to the designated component's compartmented information control officer by name, room number, and building, and mark it to the attention of the intended recipient (whose room number may not necessarily be that of the control center). It must also have a return address. The classification and control system (or systems) caveat should be stamped on both sides of the wrapper. (C)

(3) Address the outer wrapper only to the designated component's compartmented information control officer by name, organization or office, room number, and building. Indicate the return address and attach Courier Receipt, Form 240A. The courier receipt number and control system symbol "SI", "TK", or "B", or any combination thereof, as appropriate, must be prominently stamped in letters no smaller than one inch in the upper right-hand corner of the wrapper. (C)

(4) The following notation should appear in the lower left-hand corner of both wrappers:

PROPERTY OF THE U.S. GOVERNMENT
DO NOT OPEN
If Found Please Call
Washington, D.C. 351-6161, Collect (U)

d. UNCLASSIFIED MATERIAL

To conserve paper, unclassified material that, when folded, measures approximately 5 1/2 inches by 8 inches or more, may be

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processed through the mail and courier system without being enveloped.

The material must be folded and stapled closed with the recipient's address and the return address clearly indicated on the outside by name, component, registry, room number, and building. (U)

2. Material Improperly Wrapped/Marked (U)

Classified material put into the Agency courier system which has not been prepared according to regulations and these instructions will not be accepted by the courier and will be returned to the originating office with a request to prepare in conformance with this notice. (U)

3. Personal Mail (U)

a. Personal mail is not to be processed through the mail and courier system. Employees who are authorized to receive official incoming U.S. mail (e.g., technical and training publications and other material received regularly) are requested to ensure that their complete address is used.

Example: Employee's Name
Room Number of Component Registry
Central Intelligence Agency
Washington, D.C. 20505 (U)

b. Employees under cover are reminded that their names are not to be used in conjunction with mail and addressed to the Agency. (U)

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Don I. Wortman
Deputy Director
for
Administration

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